CITY OF BURBANK

ACCOUNTANT

DEFINITION

Under direction, to perform advanced governmental and proprietary fund accounting; to prepare financial and budgetary analysis and forecasts; to supervise clerical employees; and to do related work as required.

ESSENTIAL FUNCTIONS

Performs advanced governmental and proprietary fund accounting work; prepares and assists in preparation of various periodic, and fiscal year end statements, reconciliation's, and financial reports such as the Comprehensive Annual Financial Reports (CAFR); uses advanced computerized accounting systems; prepares financial and budgetary forecasts; uses automated spreadsheets and word processing programs; researches various problems and/or related financial issues and reports and/or implements solutions for such problems or issues; responds to, and coordinates audits for various outside agencies; supervises, trains, and evaluates the work of assigned clerical personnel; performs various internal audits on City and related agency departments in various locations; reports audit findings.

MINIMUM QUALIFICATIONS

Employment Standards:
- Knowledge of - principles and techniques of governmental and proprietary fund accounting.

- Skill in - the use of computerized accounting systems; the use of automated spreadsheet and word processing programs.

- Ability to - maintain, and improve advanced automated accounting systems and procedures; effectively supervise, train and evaluate clerical employees; communicate effectively both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees and the public.

Education/Training: Completion of 18 semester units in accounting from an accredited college and a minimum of two years experience in governmental accounting or auditing. NOTE: A Bachelor's Degree in accounting or business administration may substitute for one year of required experience.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.